

March 31, 2010

## **2010 New Hampshire Specialty Crop Grant Program** *Request for Proposals*

**Purpose:** The New Hampshire Department of Agriculture, Markets & Food (NHDAMF) is eligible to receive funding from the United States Department of Agriculture (USDA), Agricultural Marketing Service (AMS) under the 2010 Specialty Crop Block Grant Program (SCBGP). The NHDAMF wishes to offer eligible New Hampshire organizations the opportunity to apply for a portion of these funds under the **New Hampshire Specialty Crops Grant Program** to conduct projects that benefit NH Specialty Crops. Specialty Crops are defined as: fruit, vegetable, nursery, floriculture, herb, maple, Christmas tree and honey crops. For a complete list of eligible and ineligible crops visit the USDA AMS website at <http://tinyurl.com/scbgnh>.

Grant projects may focus in the following areas to benefit NH Specialty Crops, but are not restricted to these areas exclusively:

- Food Safety
- Pest and Disease Prevention, Control and Eradication
- Research and Development
- Industry Promotion and Marketing
- Technology and Innovation

**Funds:** All reasonable proposals with appropriate documentation will be considered. Selection is a competitive process based on the merits of the application and support materials. No match is required by the recipient, but in-kind or other services will enhance the application.

Selected applications will be included in the New Hampshire application package for the 2010 SCBGP funds. Applicants that are selected to be part of the New Hampshire state application will be notified prior to the submission of the application to USDA. Award notification from USDA is expected in September of 2010.

**Eligibility:** Only New Hampshire organizations, agencies and associations may apply for funding; individual business activities are not eligible.

Grants are not available to offset the grantee's normal operating expenses. Funding is not available for political support purposes or memberships in professional societies or trade organizations. Grant funds may not be used for programs the applicant is already funding. Funds may not be used for construction purposes.

Preference will be given to those proposals that appear to give the broadest benefit to the New Hampshire Specialty Crop industry. Projects must be completed within three years from award

**Accounting:** Applicants shall maintain an accurate record of expenditures incurred and shall submit, upon completion of the project the following:

- A full financial statement summarizing expenditures
- Copies of all paid invoices with copy of canceled checks attached
- A report on the project and its results in terms of objectives stated
- Copies of material produced, when feasible

**To apply:** All applications must be submitted **by May 21, 2010 (must be in our office by this date)** with the information and in the format shown below. Maximum of 6 single-sided typed pages (for formatting and information suggestions, a sample state plan with individual project proposals may be viewed at: <http://agriculture.nh.gov/documents/SCBGsampleplan.pdf>. Follow the format samples for individual projects that begin on page 4 of the document).

### **Project Title and Abstract**

Include the title of the project and an abstract of 200 words or less.

### **Project Purpose**

- Clearly state the purpose of the project. The purpose should include the specific issue, problem, interest, or need to be addressed and why the project is important and timely.
- If the project is a marketing program, describe how you will ensure that funding is being used to solely enhance the competitiveness of eligible specialty crops.
- Indicate if the project will be or has been submitted to or funded by another Federal or State grant program.

### **Potential Impact**

- Discuss the number of people or operations affected.
- The intended beneficiaries of the project.
- The potential economic impact if such data are available and relevant to the project

## Expected Measurable Outcomes

- For the project, describe at least one distinct, quantifiable, and measurable outcome that directly and meaningfully supports the projects purpose. The outcome-oriented objective must define an event or condition that is external to the project and that is of direct importance to the intended beneficiaries and/or the public.
- Provide a timeframe when outcome measures will be achieved. Outcome oriented objectives may be long term that exceed the grant period.
- Describe how the project outcome will be measured. Describe the plan that will be used to show performance improvements. Include a performance-monitoring plan to describe the process of collecting and analyzing data to meet the outcome-oriented objectives.

## Work Plan

- Explain briefly the activities that will be performed to accomplish the objectives of the project.
- Indicate who will do the work of each activity
- Provide a timeline for the activities

## Budget Narrative

- Provide sufficient information in paragraph format about the following budget categories: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, relating to your project to demonstrate that grant funds are being expended on eligible grant activities that meet the purpose of the program.
- Indirect costs are not allowed, but as indicated above, **personnel and other costs related to the project may be included.** These must be clearly explained in the proposal.

## Project Oversight

- Who will oversee the project? Provide a brief description of this person's background and experience.
- Describe how oversight will be performed, including timelines

## Project Commitment

- Who are the grant partners and what is each partner's expected time contribution in full time equivalents (FTEs)?
- Describe how all grant partners commit to and work toward the goals and outcome measures of the proposed project.

## Submission of Applications

Applications for consideration should be in our hands by the **May 21, 2010** deadline in one of the following options:

1.) Email: [gmcwilliam@agr.state.nh.us](mailto:gmcwilliam@agr.state.nh.us) (**preferred**)

2.) US Mail: NH SCBG, NH Dept. of Agriculture, Markets & Food, PO Box 2042, Concord, NH 03302-2042

All eligible applications will be reviewed by a selection committee and recipients chosen on the merits of the project as put forth in the application. Selected applications will be submitted to USDA AMS as part of the New Hampshire application for the 2010 SCBGP. There is no guarantee of project funding until the determination of USDA AMS.

All grant recipients will be required to sign an official State of New Hampshire agreement with the NHDAMF indicating their commitment and responsibilities toward completing the project in a manner consistent with state of New Hampshire and USDA policies. NHDAMF is authorized to view and certify the project as complete. Payment of funds to the applicant may be made in installments contingent upon satisfactory completion of the project tasks.

For more information, contact Gail McWilliam Jellie at 271-3788 or [gmcwilliam@agr.state.nh.us](mailto:gmcwilliam@agr.state.nh.us).